



Registrar's Office | Millican Hall 161  
P.O. Box 160114, Orlando, FL 32816-0114  
roenrollment@ucf.edu

### INFORMATION

To change the legal name maintained on the student's official UCF record, the student **must** complete this form and submit it with supporting documentation **to the Registrar's Office**.

**Former and current UCF Employees may not use this form:**

**Current UCF employees:** Submit your name change via Workday (Personal Information-Legal Name) and attach a copy of your SSN card.

**Former employees:** Submit your name change via email to [knextverify@ucf.edu](mailto:knextverify@ucf.edu). You will need to include the personal data sheet, <https://hr.ucf.edu/wp-content/uploads/sites/17/PersonalDataSheet.pdf> and a copy of your SSN card. Please password protect the SSN card and email the password in a separate email to [knextverify@ucf.edu](mailto:knextverify@ucf.edu).

If you have changed your mailing or permanent address, please edit this online via Workday.

### PERSONAL INFORMATION

UCFID \_\_\_\_\_

Telephone \_\_\_\_\_ UCF Email \_\_\_\_\_

I am a:      Graduate Student      Undergraduate Student

### CURRENT NAME (Under which you are currently registered at UCF)

Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

### NEW PREFERRED FIRST NAME

Preferred First Name \_\_\_\_\_

### NEW LEGAL NAME (Please be advised that the next time you replace your UCF ID card, your updated name will appear on it)

Last \_\_\_\_\_ First \_\_\_\_\_

Middle or  Maiden \_\_\_\_\_

Change:      Primary Name      Diploma Name      Primary and Diploma Name

Please indicate the acceptable documentation you will provide with this form:

- Driver's License                       Official Name Change from Court                       Government ID
- Social Security Card                       Divorce Decree
- Military ID                       Passport

### SIGNATURE

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Due to need to authenticate signatures, this form cannot be signed electronically.